



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

LEGAL SECRETARY

DEPARTMENT OF INDUSTRIAL RELATIONS OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD

Position: Legal Secretary

Salary: Range A **3038.00 - 3692.00**
Range B **\$3190.00 - 3878.00**

Location: Sacramento

Duties: Under the general lead of the Chief Counsel and/or Assistant Chief Counsel and/or Legal Analyst and supervision of the Executive Officer, the Legal Secretary will independently provide legal support for three attorneys. Incumbent will prepare a variety of pleadings and other documents for court proceedings, using Microsoft Windows XP Professional to transcribe from dictated material or handwritten work. Examples of documents to be prepared for service and filing include legal correspondence and memos, subpoenas and subpoenas duces tecum, petitions, answers, demurrers, motions, briefs, writs, administrative records, memorandums of cost and judgments, settlement agreements, and orders in support of the Appeals Board's authority of interpretation of the safety and health regulations (Title 8, California Code of Regulations) and statutes (Labor Code and Health and Safety Code) against legal challenge by employers and the Division of Occupational Safety & Health, including jurisdictional/federal pre-emption challenges. Incumbent must have familiarity with the rules of practice and procedure, including filing and service requirements for multiple venues involving California administrative adjudication and litigation in trial and appellate courts. Incumbent will maintain all administrative adjudicatory and court litigation case files and original hearing tapes from the Board's Hearing Operations' Unit, format and finalize administrative decisions issued by the Appeals Board; compile, maintain and update all court litigation files and legal unit record keeping. Incumbent will learn and use Board-specific Oracle database. Duties also include routine correspondence, litigation reports, updating the law library and performing basic Westlaw searches. Incumbent coordinates with court calendar clerks and opposing counsel to set dates for status conferences, motions, briefing schedules and hearings; maintains master court calendars and files all pleadings with state and federal courts, evidencing proper service of such pleadings and ensuring proper service either in person or by mail. Incumbent also answers questions from the Board's ALJs and attorneys for parties regarding office procedures and case status.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Occupational Safety & Health Appeals Board
2520 Venture Oaks Way, Suite 300, Sacramento, CA 95833
Attention: Mary Christian or call (916) 274-5751
[Send faxed applications to: (916) 274-5786]

Applications accepted until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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